



MICHIGAN SUPREME COURT
MICHIGAN JUDICIAL INSTITUTE

Michigan Hall of Justice • PO Box 30205 • Lansing, MI 48909
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March 30, 2006

PROGRAM ANNOUNCEMENT

"Serving the Self-Represented without Providing Legal Advice"
A Seminar for Court Support Personnel
May – June 2006

INTRODUCTION

MJI is pleased to offer five three-hour seminars about serving the self-represented without providing legal advice. The training, supported by a grant from the Michigan Commission on Law Enforcement Standards (MCOLES), has been developed for court support personnel who interact with the public, parties, victims, family members, and attorneys. Potential audience members might include: clerks, counter staff, judicial secretaries, clerical staff, and the immediate supervisors of these personnel. The seminars are also open to county clerk staff who interact directly with the public on circuit and family division matters. Sessions will be held throughout the state, allowing court support staff to attend at a nearby location.

NOTE: Two pilot sessions of this seminar were held earlier this year in Farmington Hills (March 2 and 3).

SEMINAR DESCRIPTION

Court personnel who successfully complete this seminar will be able to:

- Recognize and overcome stereotypes about self-represented persons.
- Describe the roles and responsibilities of court support personnel.
- Identify the difference between providing information and the unauthorized practice of law.
- Explain the policies and procedures of the judicial system to the self-represented without practicing law.

FACULTY

Mr. Jim Inloes and Mr. Bob Randolph of Court Management Associates will lead these seminars. As former court administrators, Jim and Bob bring a wealth of experience and insight from their combined 50+ years working for the circuit and district courts in Washtenaw County.

LOCATIONS & DATES

42 nd Circuit Court, Midland	May 24, 2006	1:00 pm – 4:00 pm
Region 4 Office, Gaylord	May 25, 2006	9:00 am – 12:00 pm
Hall of Justice, Lansing	June 6, 2006	9:00 am – 12:00 pm
Clinton Twp. Library, Clinton Twp.	June 7, 2006	9:00 am – 12:00 pm
35 th District Court, Plymouth	June 13, 2006	9:00 am – 12:00 pm

PARTICIPANTS

Enrollment for each seminar is limited to 40 participants (15 minimum). Registration is on a first come, first served, basis. However, selection will also be based on court and professional diversity.

LODGING & MEALS

Due to budget constraints, the Michigan Judicial Institute is unable to provide lodging, complimentary breaks (coffee or tea), or a lunch. In addition, all other incidentals, including mileage, parking, and phone calls, are the responsibility of each individual or his/her funding unit.

REGISTRATION

Fax (517-373-7615) the attached registration form by Friday, April 28th to MJJ Program Assistant: Kristen Osterlund. Please select the location closest to your court from the list on the registration form.

Applicants accepted to attend this seminar will receive further session details in their confirmation letters. Questions about the program should be directed to MJJ Distance Learning Manager, Lisa Kutas (KutasL@courts.mi.gov) at 517-373-7481. Questions regarding registration should be directed to Kristen Osterlund (OsterlundK@courts.mi.gov) at 517-373-7229.

Michigan Judicial Institute

Priority:

REGISTRATION FORM

"Serving the Self-Represented without Providing Legal Advice"

A Seminar for Court Support Personnel

Name (Mr/Ms): _____

Title: _____

Court/Office: _____

Address: _____

Telephone: () _____ E-Mail: _____

Please indicate the seminar you prefer to attend.

- | | | |
|--|---------------|--------------------|
| <input type="checkbox"/> 42 nd Circuit Court, Midland | May 24, 2006 | 1:00 pm – 4:00 pm |
| <input type="checkbox"/> Region 4 Office, Gaylord | May 25, 2006 | 9:00 am – 12:00 pm |
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Please identify a practice your court has instituted which makes helping the self-represented easier.

Signature of Applicant _____ Date _____

Signature of Supervisor _____ Date _____

FAX completed and **SIGNED** Registration Form by **Friday, April 28th** to:
Kristen Osterlund, MJI Program Assistant, Fax: (517) 373-7615.